



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

April 01, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

31 April 1, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**DEPARTMENT OF PUBLIC WORKS:
HUMAN RESOURCES DIVISION MECHANICAL SYSTEM REPLACEMENT PROJECT
APPROVE CAPITAL PROJECT, PROJECT BUDGET,
AND APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7252; CAPITAL PROJECT NO. 88990
(FIFTH DISTRICT)
(3 VOTES)**

SUBJECT

The recommended actions will approve the appropriation adjustment and authorize the Department of Public Works to proceed with construction of the Human Resources Division Mechanical System Replacement Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Human Resources Division Mechanical System Replacement Project is categorically exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Approve the proposed Human Resources Division Mechanical System Replacement Project, Capital Project No. 88990, with a Project budget of \$1,660,000.
3. Approve the appropriation adjustment to transfer \$1,660,000 in Los Angeles County Flood Control District Funds, Services and Supplies, to the Human Resources Division Mechanical System Replacement, Capital Project No. 88990, to fully fund the proposed Project.

BIDS: April 30, 2014 at 2:00 p.m.

4. Adopt the plans and specifications for the proposed Human Resources Division Mechanical System Replacement Project, Capital Project No. 88990.
5. Instruct the Executive Officer of the Board of Supervisors to advertise for bids to be received and opened on April 30, 2014, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
6. Authorize the Director of Public Works, or her designee, to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$2,600 not-to-exceed fee funded by the existing project funds and to establish the effective date following the Board's approval.
7. Delegate to the Director of Public Works, or her designee, the authority to determine, in accordance with the applicable contract and bid specifications, whether the apparent Lowest Responsive and Responsible Bidder has timely prepared a satisfactory baseline construction schedule and satisfied all conditions for contract award, including the criteria adopted by the Board for contract award. Upon determination that all such conditions have been satisfied, authorize the Director of Public Works, or her designee, to award and execute a construction contract, in the form previously approved by County Counsel, to the apparent Lowest Responsive and Responsible Bidder so long as the bid amount does not exceed \$883,000, and to establish the effective date of the contract upon receipt of acceptable performance and payment bonds and evidence of required contractor insurance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Human Resources Division Mechanical System Replacement Project (Project) categorically exempt from the provisions of the California Environmental Quality Act (CEQA), adopt the plans and specifications, and authorize the Department of Public Works (Public Works) to solicit bids for construction and proceed with implementation and delivery of the proposed Project. Public Works' Human Resources Division (HRD) is housed within the Public Works Headquarters building, located at 900 South Fremont Avenue, in the City of Alhambra.

In 2004, Public Works converted a portion of its Headquarters building lobby into private office space to house its HRD. The project modified the building's existing heating and ventilation system to accommodate the newly built office space. Over the years, it has become apparent that the building's mechanical equipment does not have sufficient capacity to properly heat and cool the office space. The proposed Project will install a new mechanical system to service the existing HRD office space in the building's lobby and mezzanine and also, the existing Fiscal Division offices in the mezzanine. During construction, staff will be relocated to vacant space within the Public Works Headquarters building and leased space, across the street, at the Alhambra building located at 1000 South Fremont Avenue.

Design of the proposed Project was carried out through a Public Works, Board approved as needed architectural/engineering (A/E) design services agreement with Glumac. Plans and specifications, and jurisdictional approvals are now complete. Adopting plans and specifications, advertising for bids, and delegating to the Director of Public Works (Director), or her designee, the authority to award, execute, and implement a consultant services agreement for the preparation of a baseline construction schedule, and the authority to award and execute a construction contract with the apparent Lowest Responsive and Responsible Bidder will allow an accelerated process for

delivering the proposed Project.

The proposed consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specifications is critical to successfully manage construction activities by both the contractor and the County. Bid documents provide that if the apparent Lowest Responsive and Responsible Bidder fails to complete an acceptable schedule, the Director of Public Works may return to the Board to recommend that the bidder be determined non-responsive and recommend awarding the construction contract to the next apparent Lowest Responsive and Responsible Bidder, contingent on the bidder completing a baseline schedule that conforms to the County's specifications.

Green Building/Sustainable Design Program

The proposed Project will support the Board's Green Building/Sustainable Design Program by installing an energy efficient mechanical system for the HRD office space. This will result in a reduction in the use of energy.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service. The proposed Project will achieve this goal by allowing HRD to continue to operate within the Public Works Headquarters building.

FISCAL IMPACT/FINANCING

There is no impact to net County costs.

The total cost for the proposed Project is currently estimated at \$1,660,000, which includes plans and specifications, plan check, construction, change orders, civic art, consultant services, staff relocation, miscellaneous expenditures, and County services. The proposed Project Schedule and Budget Summary are included in Attachment A.

Approval of the appropriation adjustment (Attachment C), \$1,660,000 will be transferred from the Los Angeles County Flood Control District Fund, Services and Supplies, to Human Resources Division Mechanical System Replacement Project, Capital Project No. 88990 to fully fund the Project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract will contain terms and conditions supporting the Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Applicable law, including the State Public Contract Code, requires the County to award a

construction contract to the apparent Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the lowest cost bid; (2) is deemed by the County to be “responsive” to specific criteria under the solicitation, including, but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be “responsible” bidder by exhibiting the quality, fitness, capacity, experience, and trustworthiness to satisfactorily perform the work required under bid solicitation.

To ensure that the contract is awarded to the apparent Lowest Responsive and Responsible Bidder with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the contractors State License Board, labor law/payroll violations, and debarment actions. As provided for in Board Policy 5.140, the information reported by the bidder will be considered before contract award.

In accordance with the Board’s Civic Art Policy adopted on December 7, 2004, and revised on December 15, 2009, the proposed Project budget includes 1 percent of design and construction costs to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed scope is categorically exempt from the provisions of CEQA in accordance with CEQA Guidelines, Section 15301(a) and Class 1(d) of the County’s Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed Project includes the installation of a new mechanical system to replace an existing system for the existing HRD office space, and is therefore, within a class of projects that has been determined not to have a significant effect on the environment. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the Project records.

Upon the Board’s approval of the proposed Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

CONTRACTING PROCESS

A standard contract, in the form previously approved by County Counsel, will be used for construction. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

As required by the Board, language has been incorporated into the project contract documents stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

Advertising for bids will be in accordance with the County’s standard Instruction Sheet for Publishing Legal Advertisements (Attachment B).

As required by your Board on February 3, 1998, this contract opportunity will be listed on the “Doing Business with Us” website.

In addition, prospective bidders will be able to download plans and specifications on Public Works’

website, free of charge.

Following receipt of bids and award of the consultant services agreement for the preparation of a baseline construction schedule to the apparent Lowest Responsive and Responsible Bidder, Public Works will award a construction contract in accordance with the authority delegated in this Board letter.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

Participation by Community Business Enterprises (CBE) in the proposed Project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services. HRD staff will be relocated to vacant leased space, across the street, within the Alhambra building located at 1000 South Fremont Avenue, or to vacant space within the Public Works Headquarters building during the renovations. Services to the public will not be interrupted as a result of the proposed Project.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; and the Department of Public Works, Human Resources Division, Operational Services Division, and Project Management Division II.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SHK:DJT
SW:VM:rp

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Auditor-Controller
Public Works

April 1, 2014

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS:
HUMAN RESOURCES DIVISION MECHANICAL SYSTEM REPLACEMENT
APPROVE CAPITAL PROJECT, PROJECT BUDGET
AND APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7252; CAPITAL PROJECT NO. 88990
(FIFTH DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Schedule Completion Date
Design Construction Documents Jurisdictional Approvals	12/04/2013* 02/06/2014*
Construction Bid and Award	07/30/2014
Construction Substantial Completion Project Acceptance	05/11/2015 06/29/2015

* Indicates completed activity.

II.PROJECT BUDGET SUMMARY

Budget Category	Total Project Budget
Land Acquisition	\$ 0
Construction	
Low Bid	\$ 803,000
Contingency	\$ 80,000
Change Order	\$ 133,000
Civic Art	\$ 9,000
Staff Relocation	\$ 160,000
Subtotal	\$ 1,185,000
Equipment	\$ 0
Plans and Specifications	
Plans and Specifications	\$ 100,000
Subtotal	\$ 100,000
Consultant Services	
Cost Estimating	\$ 10,000
Hazardous Materials Survey	\$ 10,000
Geotechnical Inspections	\$ 5,000
Hazardous Materials Abatement	\$ 25,000
Subtotal	\$ 50,000
Miscellaneous Expenditures	
Printing/Legal Advertisement	\$ 3,000
Subtotal	\$ 3,000
Jurisdictional Approvals	\$ 8,000
County Services	
Code Compliance and Quality Control Inspections	\$ 55,000
Contract Administration	\$ 23,000
Project Management	\$ 186,000
Secretarial	\$ 5,000
Document Control	\$ 11,000
Technical Support	\$ 11,000
Contract Recovery	\$ 7,000
ISD Countywide Contract Compliance	\$ 10,000
Subtotal	\$ 314,000
Total	\$ 1,660,000

ATTACHMENT B

**DEPARTMENT OF PUBLIC WORKS:
HUMAN RESOURCES DIVISION MECHANICAL SYSTEM REPLACEMENT
APPROVE CAPITAL PROJECT, PROJECT BUDGET
AND APPROPRIATION ADJUSTMENT
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(FIFTH DISTRICT) (3 VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

OFFICIAL NOTICE

INVITING BIDS

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following project:

<u>SD</u>	<u>PROJECT</u>	<u>BID DOC.</u>	<u>DATE OF BID</u>
		<u>FEE</u>	<u>OPENING</u>
5	Human Resources Division Mechanical System Replacement	\$75	April 30, 2014

Copies of the project manual and drawings for the project may be downloaded for free from the Public Works website <http://dpw.lacounty.gov/go/construction/contracts>; or for \$75, a copy may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803, for the fee stated above. For bid information, please call Ms. Grace Stohs at (626) 458-5114. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 2 p.m. on April 30, 2014. Bids for the project will be publicly opened, examined, and declared by Public Works at 2:30 p.m. on this date in one of the Main Conference Rooms, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an active B license classification at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she

holds the correct license for the project. The contractor and all of its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the work of improvement in accordance with the Labor Code Section 1770 et seq. Copies of prevailing rate of per diem wages are on file at the Public Works, Architectural Engineering Division, which shall be made available to any interested party upon request.

PREBID CONFERENCE

The Public Works' Project Management Team will hold a pre-bid conference/site visit on April 10, 2014, at 2:30 p.m., at the Public Works Headquarters building located at 900 South Fremont Avenue, Alhambra, California 91803, to provide information on the project, bidding process, and answer any questions that the potential bidders may have.

For further directions, please contact Ms. Grace Stohs with the Public Works' Architectural Engineering Division at (626) 458-5114.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

Americans with Disabilities Act (ADA) Information



Individuals requiring reasonable accessibility accommodations may request written materials in alternate formats, physical accessibility accommodations, sign language interpreters or other reasonable accommodations by contacting our departmental Americans with Disabilities Act Coordinator at (626) 458-4081, from 7:30 a.m. to 5:00 p.m., Monday through Thursday (excluding holidays). Persons who are deaf or hard of hearing may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least one week in advance to ensure availability. When making a reasonable accommodation request, please reference PM-3.

Información sobre la Ley de Estadounidenses con Discapacidades (ADA)



Individuos que requieran acomodamiento razonable pueden solicitar materiales escritos en formatos alternativos, acomodamiento físico, intérpretes en lenguaje de señas Americano ú otros acomodamientos razonables comunicándose con nuestro Coordinador Departamental de la Ley de Estadounidenses con Discapacidades al (626) 458-4081, de 7:30 a.m. a 5 p.m., lunes a jueves (excluyendo días festivos). Personas con problemas auditivos pueden comunicarse primer marcando al Servicio de Difusión de California al 7-1-1. Solicitudes pueden hacerse por lo menos una semana antes para asegurar disponibilidad. Cuándo se haga una petición razonable para acomodo, por favor mencione PM-3.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated April 1, 2014.

Specs. 7252

SACHI A. HAMAI, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES

PINK

BA FORM 03/13

BOARD OF
SUPERVISORS
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S.
NO. 690

DEPARTMENT OF PUBLIC WORKS

April 1, 2014

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2013-14

3 - VOTES

SOURCESUSES

PUBLIC WORKS - FLOOD CONTROL DISTRICT
B07-PW-2000-47000
Services and Supplies \$1,660,000
DECREASE APPROPRIATION

PUBLIC WORKS - FLOOD
PW-HRD Mechanical System Replacement
B07-CP-6014-65032-88990
Capital Assets - Building and Improvements \$1,660,000
INCREASE APPROPRIATION

SOURCES TOTAL: \$ 1,660,000

USES TOTAL: \$ 1,660,000

JUSTIFICATION

The appropriation adjustment will provide financing for Public Works Headquarters Human Resources Mechanical System Replacement Project, in the amount of \$1,660,000, from Flood Control District funds, Services and Supplies.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


 AUTHORIZED SIGNATURE SABRA WHITE

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

31

APR 01 2014


 SACHI A. HAMAI
 EXECUTIVE OFFICER

 REFERRED TO THE CHIEF
 EXECUTIVE OFFICER FOR ...

☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO.

166

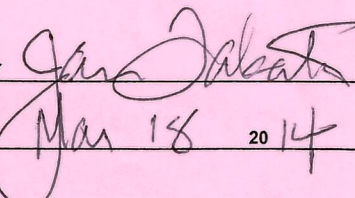

 March 18 20 14

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY


 Mar 18 20 14